

LEE COUNTY JOB ANNOUNCEMENT INSIDE/OUTSIDE

POSITION: Library Assistant I

STARTING SALARY \$26,323

GRADE: 57

DESCRIPTION OF WORK

The Lee County Library is seeking qualified applicants for the full time position of Library Assistant I. The Library Assistant I is under the immediate supervision of the Circulation Supervisor and performs clerical and other library work as assigned.

Essential Functions:

Meet the library's customer service standards in all interactions with the public and staff.

Performs circulation desk duties including but not limited to answering phones, assisting patrons, creating library card accounts, checking in and out materials, placing holds, collecting fines.

Assists patrons with faxes, copies, retrieves prints and performs basic computer support as requested.

Assist patron with ready-reference questions and reader advisory, bibliographic instruction and database searching.

Answers directional questions and refers patrons to appropriate personnel.

Fulfills material requests for other NC Cardinal Libraries.

Checks in deliveries of interlibrary loan materials.

Maintain public safety and security by enforcing the library's code of conduct.

Shelves, shelf reads and keeps the library organized and user-friendly including maintaining library exhibits and displays as requested.

Guides pages, volunteers and interns as directed by supervisor.

Additional Functions:

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Performs custodial duties as necessary.

Assists with implementing programs and conducting outreach activities.

Other duties as assigned by supervisor.

Education and Experience:

Must have high school diploma or equivalency; with one additional year of relevant employment experience.

Special Requirements

Valid driver's license in the State of North Carolina.

APPLICATION PROCESS

Submit a Lee County application to Lee County Human Resources, PO Box 1968, Sanford N.C. 27331- 1968. Position will close at 5pm on Wednesday July 28, 2021. Females and minorities are encouraged to apply. Lee County does not discriminate on the basis of race, color, national origin, sex, religion, age or disabling condition in employment opportunities. **Pre-employment drug testing is required.** Go to www.leecountync.gov for more information.